

-NOTICE OF MEETING-
Public Services Committee Tuesday May 17th, 2022
5:30 P.M.
Carthage City Hall, Council Chambers
326 Grant, Carthage MO 64836

AGENDA

Old Business

1. Consider and approve minutes from the previous meeting.

Citizens Participation (Citizens wishing to address the Council or Committee should notify the City in advance and provide the item they want to address in written format at least 24 hours before the meeting. Please call Chelsea Cholley at the Parks & Recreation office at 417-237-7035 or email parksdepartment@carthagemo.gov.

New Business

1. Consider and Discuss Pricing and Cost Recovery Policy.
2. Consider and Discuss Special Events Guidelines.
3. Consider and Discuss Professional Services Recommendation for Phase I; Our Town, Our Time Projects.
4. Consider and Discuss Sudstock 2022.

Staff Reports

Other Business

ADJOURNMENT

**PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL
417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS
BEFORE MEETING.**

Posted: _____

By: _____

PUBLIC SERVICES COMMITTEE MINUTES

Tuesday, April 19th at 5:30 pm

Carthage City Hall, Council Chambers

Public Services Committee Members Present: Ceri Otero, Ed Hardesty, Trudy Blankenship, Brandi Ensor

Members Absent: N/A

Staff Present: Greg Dagnan, Mark Peterson, Chelsea Cholley

Non-Members: N/A

Councilwoman Otero called the meeting to order at 5:30 pm.

Old Business

- 1. Consider and approve minutes from the previous meeting.**

Councilwoman Ensor made a motion to approve minutes from March's meeting.

Motion Passed Unanimously

New Business

-Mr. Peterson welcomes new committee members and informs them they are welcome to reach out anytime needed. He introduces the new Parks and Recreation Administrative Assistant Chelsea Cholley as an additional contact for the committee members.

-City Administrator Dagnan mentions some best practices for the new committee members.

- 1. Consider and Discuss Hispanic Heritage Day at Central Park on September 24th**

-Mr. Peterson informs the committee of the history of Hispanic Heritage Days. Hispanic Connection requests to use Central Park on September 24th from 12:00 pm to 10:00 pm and close streets adjacent to the park. The road closures request has already been sent to and approved by the Public Safety Committee. In

addition, plans for layout and utilities have been coordinated with Parks and Recreations and Carthage Water & Electric.

-Councilwoman Otero inquires if there is a contract with Hispanic Connection for this event.

Mr. Peterson states they do not have a formal contract, but they will provide event liability insurance for this event.

-Mr. Peterson outlined plans for a Special Events Guidelines document. This document will provide details for all groups wanting to host events in our City of Carthage parks. This document will also include a cost recovery plan in conjunction with the guidelines.

Councilwoman Otero motioned to allow the closure of Central Park from 12 pm to 10 pm for the Hispanic Heritage Day event on September 24th.

Motion Passed Unanimously

2. Consider and Discuss Kids Fishing Day at Kellogg Lake on June 11th

-Mr. Peterson informs the committee of past year's procedures with Kids Fishing Day at Kellogg Lake. The Kellogg Board requests to close public fishing at Kellogg Lake before the event from 6 am Sunday, June 5th to 7 am on June 11th, when it opens for Kids Fishing Day. They will also request road closures and enforcement of no fishing during the stated dates and times at the Public Safety Meeting in May.

-Councilwoman Otero states this is an event where the city works with the Kellogg Board, so there are no fees charged for the event.

Councilwoman Otero motions to close Kellogg Lake to the public before Kids Fishing Day on June 5th and open at 7 am on June 11th and allow Kids Fishing Day on from 7 am to noon.

Motion Passed Unanimously

3. Consider and Discuss Great American Days at Central Park on May 10th

-Mr. Peterson informs the committee of the return after many years of Great American Days. The event is a reenactment used to teach about American heroes

at stations made in the park. R-9 is requesting the use of Central Park on May 10th from 8 am-5 pm.

-Councilwoman Otero asks what the age group that attends is.

-Mr. Peterson states it is for all grade school children. The R9 and other local schools have field trips set for the event.

Councilwoman Otero motioned to allow the use of Central Park on May 10th, 8 am-5 pm, for Great American Days.

Motion Passed Unanimously

Staff Reports

-Mr. Peterson provided the new committee an overview of the Master Plan, a project going on for the last couple of years with the assistance of the Public Service Committee. Mr. Peterson states that previously, the Parks Department has been a passive department that has only focused on essential maintenance of what the Parks currently have. The Master Plan was created to determine the community's needs. We developed questions for a statistically valid survey, held stakeholder meetings, held partnership meetings and focus groups. The information from this work was used to create park concept designs and recommendations for the next several years. We determined the administrative capacity needed for programming, special events, and community development. We also determined the necessary maintenance capacity to take care of what we already have and what we will develop.

-Councilwoman Blankenship inquired about what was determined a top priority from the surveys and meetings held.

-Mr. Peterson stated Phase 1 priorities include restrooms, trails, and playgrounds. Mr. Peterson mentions that there has been a McCune Brooks Regional Hospital Trust grant of \$5,000,000 awarded for these Phase 1 projects. The May Public Services Committee will include a recommendation for a contract award for professional services to start the work.

-Councilman Hardesty mentioned that he has seen some concerns about park playground maintenance and would like to know how often the parks are inspected.

-Mr. Peterson states that parks are inspected on a monthly basis. He says that the best option for the public to inform the Parks Department of damage is through the Citizen

Request Tracker feature currently on the website. The feature will also be available on the mobile when it is live in the next few weeks. The public will be able to use that feature on the mobile app to provide a picture of damage or concerns. This process will also start a work order and provide transparent communication with the citizen bringing the concern forward.

Councilman Hardesty made a motion to adjourn.

Motion Passed

Meeting adjourned at 6:48 pm.

April 2022 Parks Report

General:

Currently the Parks and Recreation Department crew consists of the Parks Superintendent, 3 full time staff, and 3.5 seasonal employees. The Parks Department takes care of 7 parks, Golf Course Pro Shop building maintenance, Memorial Hall building maintenance, Civil War Museum building maintenance, mowing and trimming at the Senior Center, roundabout maintenance, and Police Department grounds maintenance.

One full time staff is placed at Fair Acres Sports Complex, along with one Seasonal. They report directly to the complex at the beginning of the day. Fair Acres is a self-sustaining operation, but will call if additional help or resources are required.

Full time employees are typically paired with a seasonal employee for daily operations. This allows the full time employee to gain experience with supervision as well as sharing knowledge with the seasonal employee. The exception to this is the mowing crew. The mowing crew consists of two seasonal employees, who have been with the City for several years.

Seasonal employees are generally brought on from mid-March to mid-November. Their duties include trash removal, cleaning of restrooms, trimming, set-up and clean-up from special events, and any other tasks that arise.

In April , we began mowing of all parks. Crew consists of two employees who initially spend several hours walking around all area to be mowed picking up debris, rocks, sticks, etc..., from the winter months. This crew mows Kellogg Lake, Municipal Park, Central Park, Carter Park, Grigg's Park, Freer Park, Senior Center, and Pro Shop area. Trimming of the parks is currently handled by two additional employees. These two employees daily duties include, trash removal from all parks, cleaning of the restrooms, and picking up ground trash. Once those duties are completed, they are able to do other tasks, such as trimming, spraying for weed control, set up and tear down from special events, and any other tasks that are needed. The final employee is responsible for maintaining Fair Acres Sports Complex. This employee mows all playing surfaces, 5 Baseball fields, 4 Softball Fields, and 4 Soccer fields, twice weekly. All other areas get mowed weekly. Their day is always started with trash removal, picking up ground trash, cleaning and stocking all restrooms, maintaining all equipment, and any other tasks that required. As the Park Superintendent, I maintain both roundabouts, operate the spray rig for weed control at Fair Acres, coordinate with special event organizers, assist Golf Course when needed, plan workload for employees, assist with administrative duties, mow Rock Stadium, and any other tasks that present themselves throughout the day.

Municipal Park:

Sprayed for weed control around park. This takes 10 to 12 hours to accomplish, and needs to be completed monthly.

Trimmed the park. This takes roughly 24 hours to complete. This is done in conjunction with spraying.

Prepped Beef Barn for JCYF seminar. Placed 4 sets of bleachers inside around the arena. Moved picnic tables to accommodate needed set-up.

Set-up and cleaned up from 11 different shelter reservations.

Trimmed park and sprayed for weed control.

Picked up limbs from multiple storms and wind.

Gathered information on items to be declared surplus.

Loaded surplus items on trailers to take to auction, which was postponed, so some items had to be unloaded in order to free up trailer.

Central Park:

Delivered 32 picnic tables, 21 trash barrels, and barricades for Food Truck Friday.

Arrived at 5:30 am Saturday morning to clean up from FTF. Emptied and removed trash barrels, cleaned up ground trash, removed barricades, cleaned and stocked restrooms, and picked up trash from library, church, school, and Fire Department lots.

Pressure washed fountain, installed pump, and filled fountain.

Cleaned up from two Easter Egg hunts. This required working on Easter morning.

Trimmed park weekly as well as sprayed for weed control.

Picked up limbs from multiple storms and wind.

Raised and lowered flags as directed.

Griggs Park:

Worked with CWEP to install additional lighting and repair the timer. Was not able to make the switch work with the timer, so set the lights to come on at 6pm and turn off at midnight.

Used backpack blower to clear Pickleball courts, basketball court, and skate ramps.

Trimmed park and sprayed for weed control.

Carter Park:

Repaired nets on soccer goals.

Trimmed park and sprayed for weed control.

Picked up limbs from multiple storms and wind.

Kellogg Lake:

Set up for Church picnic for approximately 100 people. The church group spent a couple hours policing trash from the lake bank, served breakfast to their congregation, and enjoyed the rest of the day at the park fishing and playing disc golf.

Freer Park:

Removed a downed tree that had fallen from adjoining property.

Fair Acres:

Sprayed fields for winter weeds.

Cleaned up from weekend tournaments on softball fields.

Replaced heaters in restrooms on softball side.

Worked with both leagues to get fields prepped for the season.

Roundabouts:

Mowed both roundabouts weekly.

Sprayed rock area at South roundabout for weed control.

Raised and lowered flags as directed.

City Hall:

Raised and lowered flags as directed.

Moved table from Memorial Hall to City Hall for meetings. Returned tables to Memorial Hall.

Senior Center:

Mowed and trimmed weekly

Police Department:

Trimmed areas around building and parking lot in preparation for spraying.

Special Events:

Food Truck Friday

Planting of 2 trees and presentation at Early Childhood Center for Arbor Day.

Church group at Kellogg Lake.

April 2022
Golf Report

2022 Rounds – 2112

Green Fee	Membership	Cart Fees	Driving Range	Golf Simulator	Monthly City Revenue
\$ 26,161.00	\$ 20,842.25	\$ 15,850.00	\$ 1,284.00	\$ 1,816.25	<u>\$ 65,953.50</u>

2021 Rounds – 2349 2020 Rounds - 927
2021 Revenue - \$64,737.25 2020 Revenue - \$27,924.25

April was a very good month for us. Rounds exceeded historical numbers (5 year average). Revenues significantly exceeded historical numbers. The golf course is coming along wonderfully as we move deeper into spring. All parts of our operation are in high gear. We had 6 events in April along with kicking off our leagues on Monday, Tuesday and Thursday evenings. League numbers are solid related to historical averages. Our strength right now is slightly more rack rate green fee play as a percentage of total rounds. That is the result of the wonderful condition of the golf course. Membership renewals are solid. In April we sold 6 senior, 3 senior w/cart, 1 family, 3 single w/cart and 3 junior memberships. The balance was regular monthly memberships.

Golf Maintenance Report

On Course

- 1 Returned ball washers
- 2 Tested new irrigation head testing station
- 3 Aerified greens
- 4 Two foliar apps
- 5 One hand spreader nitrogen application into aerification holes
- 6 Burned off Native areas #5, #13
- 7 Hooked up plumbing in bathrooms at the club house
- 8 Cleaned thatch from fairways and drains
- 9 Plugged torn areas from aerification
- 10 filled and seeded rocky area on number 18
- 11 picked up downed limbs from wind and storms throughout course
- 12 Sprayed fairways and tees with roundup and Ronstar
- 13 opened up all drains on the course
- 14 Topdressed twice
- 15 Put out New cups and Flags
- 16 Turned on the irrigation system
- 17 Leveled heads that were too high on number 13
- 18 Cleaned Satellite boxes throughout the course
- 19 Reset TDR and took readings to begin 2022
- 20 End of month started noticing sod webworms (Going to treat next application on the greens)
- 21 Mulched around young trees
- 22 Began preparations on the flower bed on #3

Shop

- 1 Stripped and painted partitions for the clubhouse
- 2 Built 75 new cart directional stakes for the course
- 3 Changed oil in RB70
- 4 Change-over from blades to rollers to blades on JD 2500
- 5 Cleaned all work areas in the shop
- 6 Put on mowing blades on Steiner
- 7 Brought 5 loads of mulch to behind shop

Office \ Professional

- 1 OTA meeting
- 2 Met with Advanced turf
- 3 Met with Jared Hoyle about Native grass areas

TARGETED BUDGETED ROUNDS.....				20,000	2021 - 2022	DIFFERENCE			
	<u>AVG %</u>	<u>BUDGETED 22</u>		<u>ACTUAL</u>		<u>MONTHLY</u>		<u>CUMULATIVE</u>	
	<u>17 - 21</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>AMOUNT</u>	<u>PERCENT</u>	<u>AMOUNT</u>	<u>PERCENT</u>
Jul	13.49%	2,698	2,698	3,246	3,246	548	20.31%	548	20.31%
Aug	12.46%	2,493	5,191	3,174	6,420	681	27.32%	1,229	23.68%
Sep	11.90%	2,379	7,570	2,931	9,351	552	23.20%	1,781	23.53%
Oct	8.03%	1,606	9,176	1,915	11,266	309	19.24%	2,090	22.78%
Nov	4.62%	924	10,100	1,094	12,360	170	18.40%	2,260	22.38%
Dec	2.92%	584	10,684	1,277	13,637	693	118.52%	2,953	27.63%
Jan	2.70%	540	11,224	406	14,043	-134	-24.81%	2,819	25.11%
Feb	3.31%	662	11,886	384	14,427	-278	-41.96%	2,541	21.38%
Mar	6.36%	1,272	13,158	1,230	15,657	-42	-3.27%	2,499	19.00%
Apr	8.49%	1,698	14,855	1,779	17,436	81	4.79%	2,581	17.37%
May	11.34%	2,269	17,124	0	17,436	-2,269	-100.00%	312	1.82%
Jun	14.38%	2,876	20,000	0	17,436	-2,876	-100.00%	-2,564	-12.82%
TOTAL	100.00%	20,000							

TARGETED BUDGETED REVENUES				\$ 460,580.00	CITY REVENUE REPORTS	DIFFERENCE			
	<u>AVG %</u>	<u>BUDGETED 22</u>		<u>ACTUAL</u>		<u>MONTHLY</u>		<u>CUMULATIVE</u>	
	<u>17 - 21</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>DOLLAR</u>	<u>PERCENT</u>	<u>DOLLAR</u>	<u>PERCENT</u>
Jul	13.49%	\$ 62,142.90	\$ 62,142.90	\$ 69,440.05	\$ 69,440.05	\$ 7,297.15	11.74%	\$ 7,297.15	11.74%
Aug	12.13%	\$ 55,863.14	\$ 118,006.04	\$ 66,322.69	\$ 135,762.74	\$ 10,459.55	18.72%	\$ 17,756.70	15.05%
Sep	10.75%	\$ 49,532.01	\$ 167,538.06	\$ 70,314.56	\$ 206,077.30	\$ 20,782.55	41.96%	\$ 38,539.24	23.00%
Oct	8.40%	\$ 38,696.40	\$ 206,234.46	\$ 44,260.26	\$ 250,337.56	\$ 5,563.86	14.38%	\$ 44,103.10	21.38%
Nov	4.51%	\$ 20,775.64	\$ 227,010.10	\$ 28,250.37	\$ 278,587.93	\$ 7,474.73	35.98%	\$ 51,577.83	22.72%
Dec	3.35%	\$ 15,432.49	\$ 242,442.59	\$ 26,529.77	\$ 305,117.70	\$ 11,097.28	71.91%	\$ 62,675.11	25.85%
Jan	2.06%	\$ 9,466.80	\$ 251,909.39	\$ 10,287.40	\$ 315,405.10	\$ 820.60	8.67%	\$ 63,495.71	25.21%
Feb	2.63%	\$ 12,126.11	\$ 264,035.51	\$ 36,155.35	\$ 351,560.45	\$ 24,029.24	198.16%	\$ 87,524.94	33.15%
Mar	6.58%	\$ 30,313.87	\$ 294,349.38	\$ 35,063.82	\$ 386,624.27	\$ 4,749.95	15.67%	\$ 92,274.89	31.35%
Apr	9.72%	\$ 44,759.23	\$ 339,108.61	\$ 61,049.25	\$ 447,673.52	\$ 16,290.02	36.39%	\$ 108,564.91	32.01%
May	11.89%	\$ 54,775.84	\$ 393,884.45	\$ 0.00	\$ 447,673.52	\$ -54,775.84	-100.00%	\$ 53,789.07	13.66%
Jun	14.48%	\$ 66,695.55	\$ 460,580.00	\$ 0.00	\$ 447,673.52	\$ -66,695.55	-100.00%	\$ -12,906.48	-2.80%
TOTAL	100.00%	\$ 460,580.00							

TARGETED BUDGETED EXPENDITURES.....				\$684,243	2021-22	DIFFERENCE			
	<u>AVG %</u>	<u>BUDGETED 22</u>		<u>ACTUAL</u>		<u>MONTHLY</u>		<u>CUMULATIVE</u>	
	<u>17 - 21</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>AMOUNT</u>	<u>PERCENT</u>	<u>AMOUNT</u>	<u>PERCENT</u>
Jul	6.19%	37,609.96	37,609.96	\$48,940.04	\$48,940.04	\$11,330.08	30.13%	\$11,330.08	30.13%
Aug	9.35%	56,791.64	94,401.60	\$40,281.02	\$89,221.06	-\$16,510.62	-29.07%	-\$5,180.54	-5.49%
Sep	8.31%	50,504.86	144,906.46	\$48,167.36	\$137,388.42	-\$2,337.50	-4.63%	-\$7,518.04	-5.19%
Oct	8.85%	53,756.77	198,663.23	\$58,783.57	\$196,171.99	\$5,026.80	9.35%	-\$2,491.24	-1.25%
Nov	7.13%	43,341.12	242,004.34	\$32,117.11	\$228,289.10	-\$11,224.01	-25.90%	-\$13,715.24	-5.67%
Dec	8.11%	49,254.89	291,259.23	\$45,709.85	\$273,998.95	-\$3,545.04	-7.20%	-\$17,260.28	-5.93%
Jan	6.75%	41,008.35	332,267.59	\$35,258.89	\$309,257.84	-\$5,749.46	-14.02%	-\$23,009.75	-6.93%
Feb	5.32%	32,351.01	364,618.59	\$30,504.24	\$339,762.08	-\$1,846.77	-5.71%	-\$24,856.51	-6.82%
Mar	6.39%	38,815.95	403,434.54	\$0.00	\$339,762.08	-\$38,815.95	-100.00%	-\$63,672.46	-15.78%
Apr	7.01%	42,602.94	446,037.48	\$0.00	\$339,762.08	-\$42,602.94	-100.00%	-\$106,275.40	-23.83%
May	6.87%	41,771.32	487,808.80	\$0.00	\$339,762.08	-\$41,771.32	-100.00%	-\$148,046.72	-30.35%
Jun	10.81%	65,673.50	553,482.30	\$0.00	\$339,762.08	-\$65,673.50	-100.00%	-\$213,720.22	-38.61%
TOTAL	91.09%	553,482.30							

2022

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.
AUDITORIUM												
4-8 hrs.	6	3	7	7								
8-12 hrs.	1	2	4	2								
set-up	1	2	1	2								
Total	<u>8</u>	<u>7</u>	<u>12</u>	<u>11</u>								
BASEMENT AUD.												
4-8 hrs.	4	6	8	4								
8-12 hrs.	0	0	1	1								
Total	<u>4</u>	<u>6</u>	<u>9</u>	<u>5</u>								
Drivers Testing												
Total	<u>4</u>	<u>3</u>	<u>4</u>	<u>4</u>								
(License Bureau)												
BAXTER												
Total	<u>31</u>	<u>0</u>	<u>0</u>	<u>0</u>								
FOYER												
Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
BASEMENT (MISC)												
Basement Office #1	31	28	31	30								
Basement Office #2	31	28	0	0								
USW (leased)												
Basement Office #3	31	28	31	30								
USW (leased)												
Basement Office	0	0	0	0								
Basement Office	0	0	0	0								
EPA												
Meeting Rooms	1	4	2	2								
Total	<u>94</u>	<u>88</u>	<u>65</u>	<u>62</u>								

CIVIL WAR MUSEUM ATTENDANCE

DATE	DAY	CARTHAGE	TOURIST	LOCATION UNLISTED	GRAND TOTAL	SALES	DONATIONS
04/01/22	FRIDAY	5	2	3	10		
04/02/22	SATURDAY	1	19	0	20		
04/03/22	SUNDAY	2	13	0	15		
04/04/22	MONDAY	CLOSED	0	0	0		
04/05/22	TUESDAY	2	7	0	9		
04/06/22	WEDNESDAY	2	11	0	13		
04/07/22	THURSDAY	1	22	0	23		
04/08/22	FRIDAY	3	5	0	8		
04/09/22	SATURDAY	5	21	0	26		
04/10/22	SUNDAY	2	6	0	8		
04/11/22	MONDAY	CLOSED	0	0	0		
04/12/22	TUESDAY	1	5	0	6		
04/13/22	WEDNESDAY	0	7	0	7		
04/14/22	THURSDAY	3	6	0	9		
04/15/22	FRIDAY	3	25	0	28		
04/16/22	SATURDAY	0	23	0	23		
04/17/22	SUNDAY	CLOSED	0	0	0		
04/18/22	MONDAY	CLOSED	0	0	0	\$ 817.50	\$ 334.00
04/19/22	TUESDAY	0	8	0	8		
04/20/22	WEDNESDAY	0	8	0	8		
04/21/22	THURSDAY	1	15	0	16		
04/22/22	FRIDAY	0	21	0	21		
04/23/22	SATURDAY	1	10	2	13		
04/24/22	SUNDAY	0	8	0	8		
04/25/22	MONDAY	CLOSED	0	0	0		
04/26/22	TUESDAY	0	23	0	23		
04/27/22	WEDNESDAY	5	25	0	30		
04/28/22	THURSDAY	1	10	0	11		
04/29/22	FRIDAY	0	10	0	10		
04/30/22	SATURDAY	7	22	0	29	\$ 266.45	\$ 226.00
TOTAL		45	332	5	382	\$ 1,083.95	\$ 560.00

City of Carthage

Parks and Recreation Pricing and Cost Recovery Policy

SECTION I. INTRODUCTION

Carthage Parks and Recreation offers a wide range of facilities and partners with others to ensure that recreation programs and special events are available for all age groups. Carthage Parks and Recreation collects a variety of program and facility use fees but is still primarily supported by the City of Carthage's General Fund, Parks and Stormwater Tax, and capital improvement funds from local foundations.

Historically, there have not been established program fees; however, the suggested new Pricing and Cost Recovery Policy recommends giving the Director of Parks and Recreation authority to set all user fees and pricing strategies working with the Public Services Committee. This will enable the Department to quickly respond to market trends and community needs by implementing pricing methods as appropriate to meet financial sustainability.

To identify recommended cost recovery rates for Carthage, the Pricing and Cost Recovery Policy will use national benchmark information, local market conditions, and user survey information for all parks and recreation programs and services.

In developing the Pricing Policy, the Parks and Recreation Department is suggesting the following policy to move the organization forward in maintaining a sustainable system and operating in the most efficient manner:

"The Carthage City Council hereby authorizes the Director of Parks and Recreation to set all user fees and pricing strategies based on input from the Public Services Committee in accordance with the established cost recovery goals as outlined in this policy."

SECTION II. PURPOSE

The Pricing and Cost Recovery Policy is a mechanism for allocating the use of public funds, creating a financially sustainable approach for recreational services and facilities, maximizing the use of programs and facilities, and ensuring affordable access to programs and services. The Pricing and Cost Recovery Policy allow city administration, users, department staff, department partners, and citizens-at-large to better understand the philosophy behind the pricing of programs and services. The Pricing and Cost Recovery Policy presents a cost-of-service template to be used to determine the level of cost recovery for direct and indirect costs for each core program category.

SECTION III POLICY

A. RECOMMENDATIONS

The following recommendations were developed to address key issues to support and act on implementing the pricing policy and creating a more sustainable and efficient Department:

- Establish a cost recovery range for each program area and allow the Director of Parks and Recreation to set prices with input from others, as needed, while keeping within the cost recovery goals approved by the City Council
- Review prices annually as operational costs increase. Adjust prices to stay within

established cost recovery goals

- *Children* will include ages 17 and younger and *Senior Adult* will include people 62 and older
- Establish cost recovery goals for new facilities before they are built and require architects/engineers to design to that operational goal
- Develop a permit rate with a percentage of gross revenue for private operators who generate private gain with no capital or operational cost investment
- Determine not-for-profit 501-C-3 status for all outside users seeking special permits that allow them to gain personal revenue off city-owned facilities prior to permitting

The City of Carthage is committed to providing outstanding public parks, recreation facilities and recreation programs. The increasing demands for additional park usage, recreation programs/facilities and services, coupled with rising operating and capital costs, make it challenging to maintain existing levels of service. The establishment of a Pricing and Cost Recovery Policy is designed to provide the Parks and Recreation Department with consistent guidelines in pricing facilities, programs and services.

The Pricing and Cost Recovery Policy allows elected officials, users, staff, partners, and citizens-at-large to understand the philosophy behind pricing of products and services offered. The Pricing and Cost Recovery Policy is based on the true costs to provide programs and services. Staff will be developing the true cost to provide the services, programs and facilities through a cost of service model.

B. TYPES OF FEES AND CHARGES

The following definitions are provided to clarify the meaning of terms used within this policy document:

1. **Admission Fees:** Fees to enter a building or enclosed structure or facility, as in a fee to enter an aquatic facility.
2. **Rental Fees:** Payments made for the privilege of exclusive use of park property or facilities of any kind.
3. **User Fees:** Fees for use of a facility amenity or participation in a program or activity.
4. **Sales Revenue:** Revenue obtained from the operation of concessions, sale of merchandise and other property.
5. **Special Service Fees:** Fees for supplying extraordinary articles, commodities, activities or services that may not be considered standard or routine functions of the Agency, such as private lessons and staff support required for special events.
6. **Membership Fees:** Charges that entitle individuals to multiple use of a facility for a predetermined number or duration. Examples include Annual Passes, Individual Passes, etc. to aquatic facility.
7. **License and Permit Fees:** Fees to obtain written consent to perform some lawful action, typically after permission has been granted by the Agency.
8. **Non-Profit Organization Fees:** Fees available only to non-profit organizations with Internal Revenue Service 501(c)(3) tax-exempt status or is listed as a non-profit organization with the Secretary of State's office.
9. **Vendor Permit Fees:** Fees for the privilege of selling goods and services on city property.

C. OTHER DEFINITIONS

Direct Costs: Those costs that can be directly and exclusively attributed or assigned to a specific service or program.

Enterprise Funds: Used to account for a distinct business activity by the Agency that involves no tax subsidy. In enterprise accounting, the full cost of doing business plus debt service, depreciation and contributions to reserve funds are included in financial reports.

Indirect Costs: Those costs that can be attributed to more than one (1) program or service and are not generally a part of the user's direct experience. These costs may be somewhat constant or "fixed" regardless of the level of program participation or facility usage. Examples would include program administration and supervisory staff salaries, departmental administrative staff salaries and costs for a facility or vehicle used for different programs.

Cost Recovery: To recover the cost of providing a particular service through fees, charges, or funding source other than tax dollars. The level of cost recovery will vary depending upon the program or service.

Administrative Fee: This fee covers a portion of the indirect costs associated with the administration of all programs. It covers items such as processing and credit card fees, marketing materials, advertising, and other support costs.

Agency: Refers to the Parks and Recreation Department.

Agency Co-Sponsored: Services that are organized, promoted, and conducted in part by Agency staff and in part by an outside agency, organization or individual(s) and are the negotiated responsibility of both parties as defined by a contract or letter of agreement.

Agency Sponsored: Services or programs that are organized, promoted, and conducted by the City of Carthage Parks and Recreation Agency.

Agency Facilitated: Services or programs that are organized, promoted, and conducted by an outside agency, organization, or individual(s) with limited assistance from Agency staff. These services or programs are the responsibility of the outside group. Agency involvement includes permission to use an Agency facility or promotional assistance.

Normally a contract or letter of agreement defines these levels of service.

Special Park Fund: A fund established to support a specific park, facility, or program. In lieu of the City's "general fund," monies are accrued in a special capital fund. The Agency's Parks and Recreation Board may recommend expenditures.

Director: The Director of Parks and Recreation or his designee.

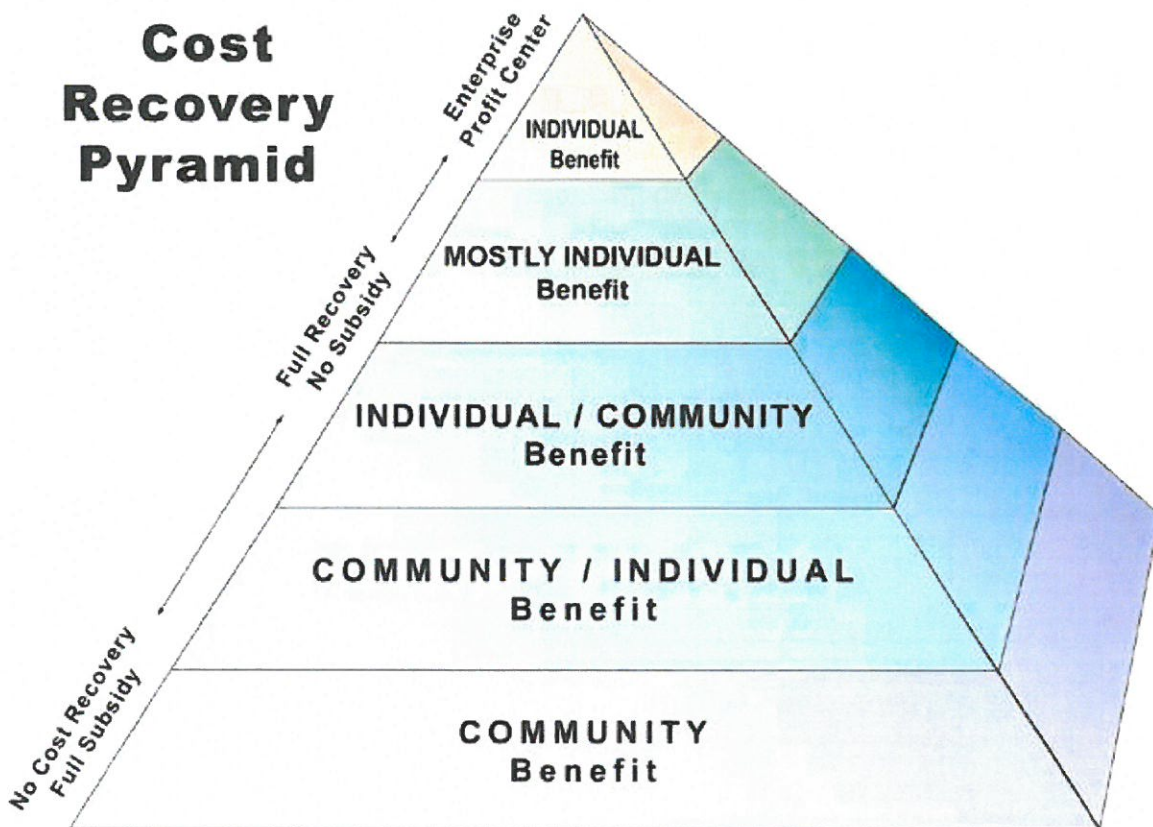
Service: Any program, class, event, activity, sales, or rental opportunity provided by the Agency.

SECTION IV: PRICING POLICY GUIDELINES

D. Cost Recovery Pyramid

A pyramid pricing model illustrates a pricing philosophy based on establishing fees commensurate with the benefit received. Descriptions regarding each level of the pyramid are provided, however, the model is intended as a discussion point and is very dependent on department and agency philosophies to determine what programs and services belong on each level. Cultural, regional, geographical and resource differences play a large role in this determination.

The pyramid model found below graphically represents this concept. The model is followed by a description of each level of the pyramid. The foundational level of the pyramid represents the mainstay of a public parks and recreation program. It is the largest service level and most heavily tax supported. Programs appropriate to higher levels of the pyramid should be offered only when the preceding levels below are full enough to provide a foundation for the next level. This is intended to represent the public parks and recreation mission while reflecting the growth and maturity of an organization.



1. COMMUNITY Benefit (0-25% Cost Recovery)

The foundational level of the pyramid is the largest and represents those programs, core services, facilities and services that benefit the community as a whole. These programs, facilities

and services increase property values, provide safety, and enhance quality of life for the residents of Carthage. The community generally pays for these basic services and facilities through taxes. These services shall be offered to agency residents at minimal or no fee. Most of the tax support of the agency supports this level of the pyramid.

Some examples of programs and facilities in this category are:

- Park maintenance
- Playgrounds
- Unscheduled outdoor play courts (basketball, tennis)
- Community wide special events
- Trails

2. COMMUNITY/Individual Benefit (26-50% Cost Recovery)

The second smaller level of the pyramid represents programs, facilities and services that promote individual physical and mental well-being and provide recreational skill development. They are generally the more traditionally expected services and beginner instructional levels. These programs, services and facilities shall be assigned fees based on a specified percentage of direct and indirect costs that represents a tax subsidy to account for the COMMUNITY Benefit and participant fee to account for the Individual Benefit.

Some examples of programs and facilities in this category are:

- Picnic shelters and reservations

3. INDIVIDUAL/Community Benefit (51-75% Cost Recovery)

The third and smaller level of the pyramid represents services that promote individual physical and mental well-being and provide an intermediate level of recreational skill development. This level provides more INDIVIDUAL and less Community Benefit and should be priced to reflect this.

Some examples of programs and facilities in this category are:

- Scheduled access to sports fields from user groups
- Youth Sports Leagues

4. MOSTLY INDIVIDUAL Benefit (76-100% Cost Recovery)

The fourth and smaller level of the pyramid represents specialized services generally for specific groups with a competitive focus. In this level programs and services should be priced to recover full cost.

Some examples of programs and facilities in this category are:

- Adult sports leagues

5. INDIVIDUAL Benefit (100% + Cost Recovery)

The fifth and smallest level of the pyramid represents activities that have a profit center potential and may fall outside of the core mission. In this level programs and services should be

priced to recover full cost plus.

Some examples of programs and facilities in this category are:

- Company picnics and facility rentals
- Tournaments
- Concessions in certain areas

B. PRICING ADJUSTMENTS

The following adjustments may be considered when determining fees and charges for services.

1. SPECIAL GROUPS:

Non-Profit Organizations: These organizations often utilize Department facilities to conduct activities, including fundraising, which supports the non-profit organization's mission. As a way for the Agency to support these efforts, reduced fees may be established for organizations possessing Internal Revenue Service 501(C)(3) tax-exempt status or listed as a non-profit organization with the Secretary of State's Office.

Senior Citizens: Due to the fixed income of many residents sixty-two (62) years and over, the agency may establish senior adult fees.

Youth: Reduced fees may be established for youth sixteen (16) years of age or younger.

Special Agreements: It may be necessary to give specific organizations a waiver or discount based on a special agreement that benefits our Agency. A school use agreement is an example.

2. PRIME TIME RATES

Fees and charges may be increased during prime times of the day, week, month, or year. Prime time pricing is used to:

- Control or limit use during periods of high demand or potential overuse, and
- Encourage use during periods of low demand or under use.

Generally, for other than highly individual and mostly individual category programs, the increases shall not exceed the direct and indirect cost of providing services.

3. DISCOUNT PROGRAM

The Agency recognizes that individuals and families may be unable to financially afford fee-based services but still desire the opportunity to experience a broad spectrum of leisure activities. To ensure fee-based leisure opportunities are available to all, the department offers a scholarship program based on the participants enrollment level in the school's free or reduced lunch program.

4. WAIVERS

The Director of Parks and Recreation is authorized to waive or discount fees and charges when such action is determined to be in the best interests of the Agency or City.

C. DETERMINING FEES AND CHARGES

Fees and charges will be determined through the following process:

1. Determine the direct costs of providing the service/program (includes materials, hourly staff time, transportation, equipment, any special fees such as admission tickets, etc.)
2. Add an administrative fee of up to 7.5% of all expenses.
3. Determine the appropriate Service Level classification and calculate the fees or charges using the appropriate cost recovery guideline.
4. If warranted, adjust the fee, or charge as outlined. No fee increase shall be more than 10% in one year.
5. Identify the market rate or current fee being charged for similar services. This evaluation is conducted to ensure the recommended fees do not significantly vary from the rates being charged by other entities for similar services.
6. Consider inflationary factors for services.
7. Consider any budgetary mandates that may affect the fee/charge setting process.

SECTION V: OTHER REVENUE SOURCES

A. CONTRACTUAL OR VENDOR PERMIT REVENUES

The agency is authorized to issue concessionaire or vendor permits to qualified individuals, groups and businesses. The purpose of these permits is to enhance visitor enjoyment when using agency facilities and to generate revenue for the agency. Permits may be issued for the following goods and services:

1. Food and beverages
2. Certain amusement equipment and inflatable apparatus as approved by the Director
3. Other goods and services as approved by the Director

B. GIFTS AND DONATIONS

A gift or donation to the agency may be either cash for a specific item, or the item itself. The agency will make every effort to honor the wishes of the contributor; however, there may be instances where receipt of the intended donation is not in the best interests of the agency. In such cases, the agency may decline acceptance. If the contribution does not cover the entire cost, the money will be accumulated toward the purchase of that item. If additional contributions are not made to purchase the item, the donor may either select an alternate gift or have the Agency determine where the donation may be best used.

C. GRANTS

Professional staff of the agency may investigate the possibilities of securing a grant or outside funding sources for agency facilities and programs. All agency grant applications must be reviewed and approved by the Director. Depending upon the grant amount, formal acceptance by the Mayor and City Commission is required as defined by city policy.

D. MANAGEMENT AGREEMENTS

Management Agreements are negotiated and awarded for the complete operation of a special facility. This type of agreement is instituted when agency operation(s) of the facility is either

cost prohibitive or is not cost-effective; or when the operation(s) require a level of expertise beyond the capabilities of agency staff. The agency receives a percentage of the gross receipts and/or a minimum monthly rental rate. The length of terms and conditions of renewal may vary.

E. SPONSORSHIPS

Staff pursues corporate and other sponsorships of events, programs, and facilities on an on-going basis. These arrangements may involve the donation of funds, volunteer time, equipment, supplies, services, or labor by the corporate sponsor in return for name recognition of that sponsor's contribution and involvement.

The decision of whether or not to enter into a sponsorship agreement shall always depend on the Agency's philosophy, leisure needs of the community and the best interests of the City. Generally, sponsorships will be solicited through established programs or campaigns. Major individual, non-recurring, or "one-time" sponsorships, such as the title sponsorship for an event or facility will be reviewed and approved by the Director of Parks and Recreation.

F. MARKET FEE ANALYSIS

The Agency regularly conducts a market analysis that incorporates price points of other service providers when determining pricing. This market analysis is taken into consideration and is a determining factor when setting Agency fees and charges.

As with all Agency policy decisions, service levels will be determined through staff, board, and citizen input.

CARTHAGE PARKS & RECREATION COST RECOVERY PYRAMID MASTER PROGRAM LIST

1. Community Benefit (0 -25%)

- Community Wide Special Events
- Parks and Trails
- Free Play

2. Community /Individual Benefit (26 -50% Cost Recovery)

- Shelter Reservations

3. Individual /Community Benefit (51 -75% Cost Recovery)

- Recreation Youth Athletic Leagues
- Youth Instructional Classes
- Educational Classes or Trips
- Youth Camps /Clinics
- Therapeutic Recreation Trips
- Fitness Classes
- Center Reservations

4. Mostly Individual Benefit (76 -100% Cost Recovery)

- Special Interest Classes or Programs
- Recreational Trips
- Adult Athletic Leagues /Tournaments
- Center Reservations

5. Highly Individual Benefit (100%+ Cost Recovery)

- Competitive Tournaments
- Competitive Team / League Activities
- Golf Course Operations

City of Carthage Special Event Guidelines

2022

Welcome to Carthage, Missouri

The City of Carthage ((City) has outdoor facilities suitable for a variety of special events that contribute to the individual, social, economic, and environmental health, and well-being of the community. The City offers many public parks that can be used as the site for your special event.

This Special Event Packet is intended to help you better understand the special event permitting process and provide tips that will facilitate your special event planning. The City is committed to supporting quality special events throughout the community. If you are planning a first-time event, or simply making venue or programmatic changes to an annual event, give us a call before you complete your event plans. City staff has valuable experience with hundreds of events and wants to see your event succeed. Whether you are wondering about the availability of a venue, or seeking technical assistance, a preliminary conversation with city staff may help you save valuable time and provide you with initial guidance in the development of your special event plan.

What is a Special Event?

A special event is defined as an activity or event held on city property by an organized assembly, generally more than fifty people where the event will interfere with vehicular or pedestrian traffic and is beyond regular property usage or where a higher concern exists for the protection of participants, users and/or property. A special event may include but is not limited to races, carnivals, festivals, parades, large company picnics, private fundraisers, and camps.

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First Step to planning your event – A Special Event Permit

After visiting with Park and Recreation Staff about your special event plans, if both parties have determined that the event meets city guidelines, you will be required to fill out a Special Event Permit. A city representative will work with you to ensure that the Permit is filled out properly and that all requirements are complete. The permit review process will use the criteria detailed below to determine if the event is approved:

- Goals and objectives of the City of Carthage Strategic Plan
- Duplication of events
- Public impact on street access and closures
- Scheduling conflicts with other city activities (i.e., another special event, road work or construction project)
- Applicant References
- Concurrence by other affected agencies

Special Event Permit Process

How do I know if I need to fill out a Special Event Permit Application?

- ☐ Is the anticipated attendance fifty or more people?
- ☐ Will there be alcohol consumption or sales?
- ☐ Will you have vendors at the event who are selling goods or services?
- ☐ Will you be using amplified sound, other than a small, personal speaker for announcements?
- ☐ Will your event close or change the traffic pattern of a street or alley?
- ☐ Will your event impact the public use of a park or natural resource?
- ☐ Will you be using any temporary structures, like tents (larger than 10x10), bleachers, blow up structures or stages?

If you answered "YES" to any of these questions, you will most likely need to apply for and obtain a Special Event Permit.

Special Event Permit Application Process

1. Fill out a **Special Event Application (Appendix)**
 - Fill out an Applicant and Sponsoring Organization Form (**Appendix**). The Form will put your event on the events calendar, but does not guarantee approval of your event:
 - Fill out an Event Details & Summary Form (**Appendix**)
 - Read carefully the Special Event Rules and Regulations Form (**Appendix**)

- \$25 Permit Application processing fee
 - \$250 refundable deposit
3. Complete and submit remaining forms depending on your specific event AND all fees no later than sixty (60) days prior to your event.
 4. Your event is not approved until all required forms are submitted, all fees paid, and you have received notification of approval for your event. You will be notified no more than fifteen (15) working days after the application is submitted if additional information is needed.
 5. Once your application is reviewed by all departments and approved, a permit for your event will be issued by the Special Event Supervisor.
 6. Other related documents may be found at _____, such as:
 - a. Carthage Park Maps
 - b. Special Events Permit Questionnaire (alcohol)
 - c. Liquor Licensing Application Deadlines
 - d. Tent Policies
 - e. Tax Report Worksheet
 - f. Missouri Guidelines for Temporary Food Establishments

Incomplete Applications

Incomplete applications will be rejected and returned to the applicant for completion. There are no refunds under any circumstance. The event must be held on the date, time, and location specified in the application and may not be changed. Applicant is limited to fifteen (15) days of special events per calendar year. These may be grouped in any manner the applicant wishes. The City may post a public notice on the premises for a period of 10 days prior to the approval of the special event. If protests are received, as a result of posting, a hearing may be held before the **Local Authority** for approval. During the event, minimum age warning signs must be conspicuously displayed.

Parks & Recreation Fee-Related Requirements (Damage Deposit, Cancellation, Sales Tax, and Insurance)

Fee Policy

The Department of Parks and Recreation has established Pricing and Cost Recovery Guidelines that apply to Special Events and all other activities in the park system and community that are under the supervision of the Department.

Pricing and Cost Recovery fees are calculated by assessing a percentage of cost recovery of all Direct Costs for each special event and other activities throughout the year. Direct Costs include all of the specific, identifiable expenses associated with providing a service, program, or facility. These expenses would not exist without the program or service that is being offered. Below are **Direct Costs** identified by the Department of Parks and Recreation.

Direct Costs	
Number	Description
1	All staff costs for salaries and benefits that are associated with the event or program
2	Contractual services for staff who are now employees of the Department of Parks and Recreation
3	Supplies that are required by the event or program
4	Repair or maintenance of event or program-related equipment
5	Security services
6	Licensing agreements such as ASCAP, BMI, Motion Pictures, etc.
7	Vehicles used for park operations and recreation and relative mileage reimbursement

Fee Requirements for Special Events

Facility/Event/Activity	Description	Fee
Special Events		
Special event permit	Application Processing Fee	\$25.00
Special event permit	Security/Damage Deposit Fee	\$250.00 or larger
General Park Use	Use of shelters, tables, trash containers	No fee but event organizer responsible for trash removal
Special Event	100-500 attendees	% of Direct Costs
Special Event	501-3,000 attendees	% of Direct Costs
Special Event	3001-10,000 or more attendees	% of Direct Costs
Specialized Facilities		
Memorial Hall	Basement	Private – 100% of Direct Costs Community - 50% of Direct Costs
Memorial Hall Main	Auditorium	Private – 100% of Direct Costs Community - 50% of Direct Costs
Kellogg Lake		Private – 100% of Direct Costs Community - 50% of Direct Costs
Daily Full Park		Private – Community -
Fair Acres	Fields Per Day	Private – Community -
All Parks	Shelters	Private – Community -
Municipal Park	Barns	Private – Community -
Other Fees		
Event Security	Police Officers (# to be determined by the Police Chief	\$?per hour
Cleanup Fees	Pet waste, trash, facility damage	To be calculated after the event
Sales Tax License		\$?

Damage Deposit

A \$250.00 security/damage deposit is due at the time of reservation approval. This deposit may be retained by the City to pay for any damage caused to the park or park property or for any costs incurred by the City due to the use of the park by the applicant's event. A larger damage deposit may be required if the City reasonably determines that the risk of any damage to City property from the event exceeds \$250.00. The customer is responsible for any damage to city property that is not covered by the security/damage deposit.

Cancellation and Refund Policy

All cancellations must be submitted in writing. If the City cancels the event due to unforeseen circumstances, all fees will be refunded to the applicant. The City may refund your park rental fee (and deposit) if for any reason you are not able to fulfill your agreement. Refunds will be distributed on a pro-rated basis as follows:

Cancellation Notice and Refund Policy	
Length of Notice Given by the Organizer	Amount of Refund if any
60 days	Full Refund
30 to 59 days	50% of Rental Fees
0 to 29 days	0 Refund

Sales Tax License – Adding

Sales Tax Processing Requirements - Adding

Insurance

- Evidence of appropriate insurance must be provided with special event application, no less than sixty (15) days prior to the event and maintained throughout the duration of the event, including set-up and dismantle periods.
- The organization/individual shall procure and maintain, at its own cost, general liability insurance in the amount of not less than \$2,000,000, Combined Single Limit (CSL) per occurrence.
- Certain recreational activities require Commercial General Liability (CGL) Limits that must be at least \$2,000,000 CSL per occurrence. Please consult with Special Events Supervisor to determine applicability.
- If vehicles are used for other than nominal and standard commute purposes, a policy of Business Automobile Liability, on an insurance industry standard for () or equivalent including coverage for owned, non-owned, leased or hired vehicles, or equivalent coverage is needed. Minimum limit of insurance shall be \$500,000 CSL per occurrence.
- The standard proof of insurance is the ACORD certificate form. Coverage verification provided on an insurance company's certificate form is also acceptable.
- The name of the insured, the insurance carrier, the policy number, and coverage limits must be stated on the certificate of insurance as well as the effective and expiration dates for the coverage.
- Insurance certificates must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable.
- HOLD HARMLESS - To the fullest extent permitted by law, the Organization shall hold the City harmless from and against all claims, damages, losses, liabilities, expenses (including Attorney

expenses), and costs with respect to any and all claims, including, but not limited to personal injuries, death, and damage to property or cause of action which may be sustained or asserted against said City as the result, directly or indirectly or in any manner, for the performance or failure of performance on the part of the Organization, including but not limited to any difficulty from any federal or state laws which are caused by the Organization, its agents, employees, servants or contractors arising out of or in any way connected with this Event/Agreement.

- The City of Carthage must be added as additionally insured, listed as:

City of Carthage
326 Grant Street
Carthage, MO 64836

Other Helpful Information

General Park Rules

- Parks are available from 6:00 a.m. to 12:00 a.m.
- All glass containers, including beer bottles, are prohibited for public and private events.
- Vehicle(s) authorized to be driven in the park must have an **Authorized Vehicle Permit** displayed in the front window or will be subject to citation.
- Pets must be leashed at all times. You are required to clean up after your pets.
- Stay on designated trails and parkland.
- Lakes, ponds, and ditches may be present. Unless otherwise designated, stay out of water.
- Irrigation, lake, and ditch water is not potable.

Food Vendors

- If food is sold, food vendors must provide required City of Carthage information (**Appendix**) (**City of Carthage info here**)
- For information on obtaining a license call 417-237-7000 or go to: <https://www.>

Kellogg Lake

Special conditions, no swimming in lake..., etc. (**receiving Kellogg Lake Advisory Board for input?**)

More specifics for Kellogg Lake related to the lake and Spring River access. (**Appendix**)

Water Safety Precautions/Requirements

Accessibility

As an event organizer, you are required to comply with all Federal, State, County and City ADA laws applicable to your event per the Americans with Disabilities Act. All event venues, structures and activities shall be accessible to persons with disabilities. If a portion of your event cannot be made accessible, an alternate area must be provided with the same activities that are in the inaccessible area. This area must include signage indicating that it is an ADA accessible area. You need to consider the following access as you plan your event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms, seating, signage, drinking fountains, phones, transportation, and access to vendors. If all areas are not accessible, directional signage or a map or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains,

phones, etc. Compliance with the Americans with Disabilities Act (ADA) and any and all amendments to the act shall be the sole responsibility of the applicant. The applicant agrees to defend and hold the City harmless from any expense or liability arising from the applicant's non-compliance.

Advertising

Do not promote, market, or advertise your event until it has been approved by the city. Conditional approval will be made after the event organizer submits the application and it is initially screened by City staff. Acceptance of your Special Event Application by the City is neither a guarantee of the date or location, nor an automatic approval of your event. The event organizer must complete the application requirements entirely before the City will issue a Special Event Permit. Event organizers advertising an event or collecting registration fees prior to the issuance of an approved permit do so at their own risk.

Alcohol

If you would like to serve or sell alcoholic beverages to attendees of your event, you must apply for a Special Event Liquor License. Applicants may apply for a (insert Carthage license information) (Appendix) applicants for a Special Event Liquor License must meet the following criteria:

1. As part of the City of Carthage Special Event Application, at least sixty (60) days in advance of the event, the applicant must submit one (1) copy of each of the following supporting documents:
2. A completed Special Event Application Form
3. Event site plan sketch (8½ x 11) reflecting bars, walls, partitions, ingress, egress, and dimensions (If the event is to be held outside, you must submit evidence of intended control, e.g., fencing, ropes, barriers, arm bands, etc.)
4. Submission of (\$) per event fee, payable to the City of Carthage, must accompany the application.

Amplified Sound

During the event, City law enforcement officers must be allowed access for purposes of monitoring sound levels. The special event application form shall reflect whether amplified sound equipment will be used during the event. Members of the police department are empowered to make a determination as to whether a noise is unreasonable. If a complaint occurs, authorities will contact the event organizer. Event participants are cautioned to use amplified sound responsibly.

Banners and Promotional Signs

Temporary sign permits are not needed for any signs/banners that will be hung or mounted inside the parks once the event is approved. Event signs may only be displayed during the approved event time.

Communication for negative Community Impacts

The applicant must provide proof of any communication, letters, flyers, signage, news releases or newspaper ads informing affected parties of the event and any impacts (traffic volumes, parking, detours, delays, etc.) that may affect them. The applicant is responsible for notifying all residents/businesses impacted by any street closure by completing the (Street Closure Request). Proof of business notification is required. All street closures are contingent upon city approval. This communication must be completed no less than sixty (60) days prior to the event.

Electricity

All extension cords must be properly grounded, secured and covered to avoid creating a trip hazard. Several parks have access to 110v and 220v power sources. Please check park maps and ensure that the facility has the necessary power for your event.

- There may be an additional fee for events requiring access to electricity. ??????????
- CWEP drop information for additional power than currently accessible in parks.

Electronic Message Board ?

Fencing

Fenced area refers to any event, or area within the event, which is closed off by temporary fencing.

- Occupancy: Carthage Fire Department will set occupancy load if expected attendance is over 1,000.
- Number of exits: The number of exits shall be in addition to the main entrance. Three exits shall be provided when the site accommodates from 1,000 to 3,000 persons. Four exits shall be provided when the site accommodates more than 3,000 persons.
- Exit spacing: Exits shall be equally spaced along the perimeter of the fence. The exits shall be spaced so that no exit is greater than a distance of 400 ft. of travel from the next exit.
- Exit width: Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Exit staffing: Each exit shall have a marshal assigned to it. The event promoter shall provide a gate assignment roster upon request.
- Exit sign/markings: Each emergency exit shall have a white background with contrasting red letters. Exit signs shall measure 18 x 24 inches. Sign lettering shall measure twelve inches in height. Signs shall be placed at the top center of the exit panel.

For more information on fence requirements please contact Carthage Fire Department at 417-237-7200.

Generators

- Location: Portable Generators should be placed in an area where attendees are unlikely to come into contact with them and be placed at least ten feet from any combustible materials. Generators shall be located a minimum of twenty feet from tents or canopies.
- Refueling: When refueling a portable generator, you must wait until the generator cools, and then refill it from a self-closing safety can.
- An ABC-type portable fire extinguisher with a minimum 40-B rating must be on-hand and easily accessible at all times. A "K-class" extinguisher is acceptable.

Heaters

A propane heater may be used for outdoor areas with the following restrictions:

- It must be located at least twenty feet from any combustible materials.
- It must be securely attached to the ground.
- It cannot hold more than seven gallons of fuel.
- An ABC-type portable fire extinguisher with a minimum 40-B rating must be on-hand and easily accessible at all times. A "K-class" extinguisher is acceptable.

- An unvented kerosene or similarly fueled heating appliance cannot be used within a room, building, or tent.

Maps (Site/Route)

An event site plan and/or route map must be submitted with your event application. The site plan is a visual representation of all event infrastructures, operational elements and amenities used during the event. The activity route map is a visual description of all moving routes, activity, and spectator's paths of an event within the park and surrounding boundaries. Primary site plans and route maps should be computer generated using scaled drawings and measurements to depict the components of the proposed event. Park maps available on [\(add to website\)](#).

- Site plans, route maps and supporting drawings/diagrams should be submitted in PDF format and in an 8 ½" x 11" or 11" x 17" standard format.
- Site plans and route maps must be clearly labeled and include the names of all roads and areas that are part of the proposed event; including auxiliary parking and production areas.

Maps and Plans should clearly indicate:

- All access routes, removable fencing, exit locations, staging and spectator areas.
- All tents, canopies, production areas, registration, food, and beer gardens.
- All fixed fencing, barricades, spectator/participant flow and directional signage along routes.
- All portable restrooms and sinks (if required).
- All recycling receptacles and dumpsters.
- All vehicles, trailers and shuttle areas for employees, volunteers, and vendors.
- All parking, accessible parking, drop-off, and shuttle areas for participants and spectators.
- All medical and first aid facilities/vehicles and a minimum twenty' emergency access lane.
- All generators, PA system(s), announcer, and direction of all speakers.
- Any related infrastructure components or activities included in the event application.

Medical Plan

Based on the size and scope of your event you may be required to provide a Medical Plan. It must describe all the types and locations of the medical facilities and staff that that will be provided for the event. Each event is unique in its size, type, duration, and location; therefore, your medical plan should respond to all anticipated needs. Contact the Special Events Supervisor for more details.

Parking

- When planning your event, it is important to consider the impact your event will have on parking in the area. In some cases, a Transportation Plan will be needed if the venue cannot accommodate the number of anticipated attendees.
- If a Transportation Plan is required, you will be required to identify city-owned or private parking lots that will be utilized, a shuttle plan, ADA accessible parking provisions and/or special parking requests.

Traffic Control/Street Closures (if necessary)

- Applicant must provide a detailed plan of traffic control/street closures (if necessary) with a map showing placement of traffic monitors and public safety officers in critical areas at least sixty (60) days prior to the event. This plan needs to include an “Emergency Services Plan” (First Aid & Medical Assistance) showing a site diagram of the event for emergency access routes and a plan to mitigate emergencies.
- Emergency Services volunteers, including traffic monitors, must be over 18 years of age.
- Placement of all traffic control devices and barricades is the responsibility of the event-holder or its traffic control provider unless the City notes otherwise in the event approval.
- The City reserves the right to stop any activity if proper traffic control devices are not in place during the event.
- For events that will exceed existing parking facilities, a traffic control plan must be submitted including anticipated vehicle traffic for the event, peak traffic times and any necessary agreement from adjacent private property owners allowing use of their property for parking.

Restroom Facilities

- Sites that include restroom facilities are taken on an “as is” basis; the rental fee is for reservation rights to shelters only. Additional portable restroom units, if required at the event, are the organizer’s cost and will not be maintained by park staff.
- Depending on the duration of your event and the availability of public restrooms, you may need to rent portable chemical toilets.
- Public events that require portable units must include at least one ADA portable unit.
- Adequate restroom facilities will be required per the chart below. The recommendation for provision of toilets is one restroom for each gender for every two hundred persons. Once the existing facilities are considered you can determine the number of portable restrooms required for a site

Table: Number of Event Attendees, Event Hours, and Portable Restroom Requirements

Event Attendees	Event Hours									
	1	2	3	4	5	6	7	8	9	10
	Number of Portable Restrooms Required									
200 – 500	4	4	4	6	6	6	8	8	8	8
1,000	4	4	4	6	6	6	8	8	8	12
2,000	8	8	8	8	8	12	12	12	12	16
3,000	8	8	10	10	10	12	16	16	20	20
4,000	8	8	12	12	16	16	20	24	24	28
5,000	12	12	12	16	20	30	30	30	30	34
10,000										
20,000										
30,000										
40,000										
50,000										

Security

As an event coordinator, the safety of the community and attendees are of primary concern at all times. The City reserves the right to specify the need for and number of police officers or security personnel required to attend any event based on the following:

- Expected attendance
- Location of the event
- Presence of alcohol
- History of the event (if applicable)
- Nature of the event
- Street closures

The costs associated with additional required security or police staffing will be at the expense of the event coordinator.

Storm Water Protection

Water can flow from your event site, through storm drains, directly to bodies of water without any treatment. Storm water can pick up pollutants such as oil, trash, and spilled food left behind from vendors and guests of your event. Do not dump any liquids or other materials outside. Materials that are no longer contained in a pipe, tank, or other container are considered to be “threatened discharges” to storm water unless they are actively being cleaned up.

Direct flow of pollutants, as well as threatened discharges to storm drains, gutters, or waterways are illegal. As an event coordinator, your organization can be liable for any storm water violations. These violations could result in fines. The objective in storm water protection is that only rainwater and snow melt go down storm drains.

Tents/Canopies

This policy is intended to help groups or businesses that use tents or canopies during special events to have a document that will assist them in understanding the fire codes that relate to these types of events. This policy is general in nature and may not be all inclusive of all codes that may apply for each event. The Carthage Fire Department staff member will make the final decision at each event on any matters not clearly defined in this policy.

- If you plan to use ground stakes 12” or longer in any park, line locates will be required, so the irrigation systems are not damaged. Plan accordingly.
- Tent or canopy size: Tents and temporary membrane structures having an area in excess of 600 sq. ft. and canopies in excess of 900 sq. ft.; are required to obtain a permit and meet the 2012 International Fire Code, Article 32, and other safety requirements per WSFR. (Referred to as a large tent or canopy).
- Tents and temporary membrane structures having less than 600 sq. ft. and canopies having less than 900 sq.ft., do not require a separate permit, but will need to meet the safety requirements listed by the WSFR. (Referred to as a small tent or canopy)

- Events that have multiple tents and canopies may request a special event permit instead of obtaining separate permits for each tent or canopy. This permit still requires a detailed site plan, but also requires one contact for the whole event.
- No cooking with open flame is allowed under any tent or canopy. Examples include hot griddles, barbeque grills, kettle popcorn poppers, or any other device with an open flame. Outdoor cooking that produces grease laden vapors should not be placed within twenty feet of any tent or canopy. A barrier must be in place to keep the public at least forty-eight inches from a deep-fat fryer, or otherwise approved by [WSFR](#).
- Tents, canopies, and temporary membrane structures shall be adequately roped, braced, and anchored to withstand the elements of weather against collapsing.

For more information specific to your event regarding tents and canopies, contact Carthage Fire Department at (417) 237-7200.

Waste Management

The City is committed to proper environmental stewardship. Protecting both natural resources and the region's physical beauty, the City endeavors to practice stewardship both in its internal operations and planning with outside entities. Special Events are an important part of the local economy and are enjoyed by countless patrons. However, the City does recognize that they have the potential to generate large amounts of waste. To cut down or eliminate the quantity of waste produced in city parks, the City has identified the following goals:

To completely eliminate the use of Styrofoam within all city parks;

- To reduce the amount of waste sent to the landfill;
- To educate event organizers and vendors about alternative materials and "recycle/re-use/reduce" practices and provide resources to assist in waste management at special events.
- Waste containers are available at parks. Recycling is encouraged at all events, but organizers may be required to provide recycling for larger events held in Carthage parks as a condition of their permit from the Parks & Recreation Department.
- Event coordinators are welcome to utilize containers but are responsible for removing all materials from the containers to the dumpsters prior to vacating the park.
- Events which expect 300+ attendees should plan to provide at least one additional trash dumpster. Please consult with a waste management company to determine the best fit for your event.
- Drop-off/pick up of dumpster and location must be approved by the city. Dumpsters must be removed following the conclusion of the event.

Summary of Responsibilities

Preliminary Conversation with Park and Recreation Staff	At the time you are thinking of sponsoring a special event
Special Event Application	Following the initial conversation with a city representative
Special Event Forms and Deposits	When the Special Event Application is submitted
Authorized Vehicle Permit	When the Special Event Application is submitted
Accessibility Plan	When the Special Event Application is submitted
Advertising – Timing of pre-event marketing	Not until the event has been formally approved
Alcohol – Special Event Liquor License	At least sixty (60) days prior to the event
Amplified Sound	To be approved by the Police Department
Banners and Promotional Signs	A permit is not required
Cancellation Notice	Must be in writing
Cancellation Refund	Refund is pro-rated depending on the notice given
Communication for negative community impacts	At least sixty (60) days prior to the event
Security/damage deposit	When the Special Event Application is approved
Electricity	Organizer to determine that there is adequate electricity. If not, the organizer is to coordinate with CWEP
Electronic Message Board	
Fencing	Organizer to coordinate with the Fire Department at least sixty (60) days prior to the event
Food Vendors	Organizer to meet city requirements
Generators	Organizer to meet city requirements
Heaters	Organizer to meet city requirements
Insurance	Organizer to meet city requirements sixty (60) days prior to the event
Maps	When the Special Event Application is submitted
Medical Plan	When the Special Event Application is submitted
Parking/Transportation Plan	When the Special Event Application is submitted
Portable Restrooms	Organizer to meet city requirements
Sales Tax	Organizer to provide a Sales Tax License at least thirty (30) days prior to the event if three or more vendors are going to be present
Security	Organizer to meet city requirements
Storm Water Protection	Organizer to meet city requirements
Traffic Control/Street Closures	Organizer to provide a Plan at least sixty (60) days prior to the event
Tents/Canopies	Organizer to coordinate with the Fire Department at least sixty (60) days prior to the event
Waste Management	Organizer to meet city requirements
Kellogg Lake	Organizer to meet city requirements
Water Safety Precautions/Requirements	Organizer to meet city requirements

Summary of Important Contact Information

Item	Agency/City Department	Phone Number
Special Event Permit	Carthage Parks and Recreation	417.237.7035
Tents and canopies	Carthage Fire Department	417.237.7200
Event Security	Carthage Police Department	417.237.7200
Food Vendor License	City of Carthage	417.237.7000
State Sales Tax License	Missouri Department of Revenue/Taxation Division	573.751.2836
Amplified Sound Questions	Carthage Police Department	417.237.7200
Parking and Transportation	Carthage Police Department	417.237.7200
Fencing	Carthage Fire Department	417.237.7200

APPENDIX

Special Event Application

Applicant and Sponsoring Organization Form

Event Details & Summary Form

Special Event Rules and Regulations Form

Other related documents may be found at

- a. Carthage Park Maps
- b. Special Events Permit Questionnaire (alcohol)
- c. Liquor Licensing Application Deadlines
- d. Tent Policies
- e. Tax Report Worksheet
- f. Missouri Guidelines for Temporary Food Establishments

Who is the local authority to settle a protest?

Sales License information from state

Carthage Special Event Sales Tax License

Participation worksheet for vendors

Insurance requirement for vehicles

Authorized vehicle permit

Food vendor information

Kellogg Lake requirements

Special Event liquor license information

How does an applicant notify the public for street closures?

Where will maps/site routes be shown on the website?

Addendum A: Insurance Certificate Sample

The City of Carthage is named as additionally insured as respects General Liability and Automobile Liability. A waiver a Subrogation in favor of the City of Carthage applies to Workers Compensation.

City of Carthage 326 Grant Street

Carthage, MO 64836

DRAFT

REQUEST FOR COUNCIL BILL

I request a council bill be drafted to accomplish the following:

To enter into a contract with a qualified firm to handle professional services for our Phase 1 Master Plan projects. I have attached the RFQ. This will be an agenda item for the May 17th Public Services Committee. In addition, I will provide a recommendation to the PSC from those responders to the RFQ. Finally, if the PSC approves a proposal, I would like to have this on the May 24th and June 14th council agendas for the 1st and 2nd readings.


Date: 5/5/22

/s/ Mark Peterson

Signature

This request was referred to the **Public Services Committee** for their recommendation.

Date: 5-12-22



Mayor

The **Public Services Committee** has voted **in favor of** / against sponsoring the above council bill.

Date: _____

Committee Chairperson

The attached council bill has been prepared in accordance with the above request and is ready to be included on the agenda of the next council meeting. I have sent copies to the various departments listed below.

Date: _____

City Attorney

Street _____
Police _____
Fire _____
Eng _____

CWEP _____
Parks X _____
City Admin. _____



HOSTED BY:

Carthage Caring
Communities Coalition

the **alliance**
OF SWMO

FUN FOR ALL AGES!

- **FOAM CANNONS!**
- **INFLATABLES**
- **GIANT SLIP 'N SLIDE**
- **FREE HOT DOGS**

TOGETHER AGAIN FOR GOOD CLEAN FUN!

This year, Mudstock is getting a makeover.
Join us for our first-ever, pop-up waterpark event!

SATURDAY, JUNE 25

NOON TO 3:00 P.M.

Carthage Municipal Park Fairgrounds
521 Robert Ellis Young Dr.

Save time and preregister online at:
www.theallianceofswmo.org/Sudstock
or call (417) 782-9899





thealliance
OF SWMO

**TOGETHER AGAIN FOR
GOOD CLEAN FUN!**

DOGS & SUDS

VENDOR SLOTS

\$50 PER SPOT *

*Tables and chairs not included. Access to electricity is available upon request for an additional fee.

Carthage's most anticipated event is back and wetter than ever!
Join us for Sudstock '22 (formerly known as Mudstock).

This free community event brings families together for a day of good
clean fun.

ALL PROCEEDS FOR THIS EVENT
WILL BE USED TO PROVIDE
EDUCATION, RESOURCES, AND
ACTIVITIES TO THE CHILDREN AND
FAMILIES OF CARTHAGE

SATURDAY, JUNE 25

Contact Kaylea Furgerson at (417) 317-3353 or
kfurgerson@theallianceofswmo.org to save your spot.



TOGETHER AGAIN FOR GOOD CLEAN FUN!

THE BIG BUBBLE

\$2,500

- Logo on banners around the event
- Logo will be placed on the top half of event t-shirts
- Sponsor name and logo on event commercial
- Marketing materials provided by sponsor, handed out at the event (if wanted)
- Logo attached to all event-related marketing material
- Social media presence
- Sponsor will be announced on the sound system multiple times during the event
- Sponsor logo on dedicated event webpage

SUPER SOAKERS

\$1,500 (LIMIT OF 2)

- Logo on banners around the event
- Logo will be placed on the top half of event t-shirts
- Sponsor name and logo on event commercial
- Social media presence
- Sponsor will be announced on the sound system multiple times during the event
- Sponsor logo on dedicated event webpage

TIDAL WAVE

\$750 (LIMIT OF 5)

- Logo will be placed in the middle area of event t-shirts
- Social media presence
- Sponsor logo placed on banners around the event
- Sponsor will be mentioned during event on sound system
- Sponsor logo on dedicated event webpage

SLIP, SLIDIN' AWAY

\$500 (LIMIT OF 5)

- Logo will be placed in the middle area of event t-shirts
- Social media presence
- Sponsor logo placed around slip and slide area
- Sponsor will be mentioned during event on sound system
- Sponsor logo on dedicated event webpage

HERE COME THE SUD'S

\$250 (LIMIT OF 10)

- Sponsor logo on bottom half of event t-shirts
- Sponsor logo placed on banner with drug free message
- Sponsor will be mentioned during event on sound system
- Sponsor logo on dedicated event webpage

LIL' SQUIRTS

\$100 (LIMIT OF 20)

- Sponsor name in text will be placed on lower half of event t-shirts
- Sponsor name in text on dedicated event webpage

ALL PROCEEDS FOR THIS EVENT
WILL BE USED TO PROVIDE
EDUCATION, RESOURCES, AND
ACTIVITIES TO THE CHILDREN AND
FAMILIES OF CARTHAGE

All contributions are tax-deductible

thealliance
OF SWMO

SATURDAY, JUNE 25

To ensure you can receive all the benefits of your sponsorship tier,
please submit your sponsorship request no later than June 1st.

Contact Kaylea Furgerson to become a sponsor at (417) 317-3353 or kfurgerson@theallianceofswmo.org

Sudstock 2022

“Coming together for good, clean fun!”

Date: June 25, 2022

Time: Noon to 3 p.m.

Location: Carthage Municipal Park Area

Activities for this pop-up water park event will include:

- Foam Pit, Foam Cannon
- Water curtain/Rinse Off station
- Giant Slip ‘N Slide into pool/foam area
- Sprinklers, inflatable pool, bubbles in small child area (Lil’ Squirts)
- Inflatables
- Super soakers and beach ball activity
- Music/Emcee on stage

Background:

Formerly known as “Mudstock,” this beloved community event is coming back with a fresh face for 2022. For over 20 years, Mudstock has carried the message: “Get Dirty on the Outside, Stay Clean on the Inside.” We feel that “SUDstock” better carries our prevention message as “SUD” stands for Substance Use Disorder and we want to move away from the negative connotation surrounding drugs and dirtiness and towards drug prevention awareness and resources. As a result, the only mud we’ll have at this event will be from what forms naturally from our many water and foam activities!

Last year, a record-breaking 100,000 overdose deaths occurred in our nation. By providing some “good, clean fun” and built-in drug prevention education during this event, we hope to keep Carthage youth and families healthy, strong, and substance free.